

SECRET

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100110104-0

REPORTS INVENTORY						DDS/OF-169	
PREPARE IN DUPLICATE							
1. TITLE OF REPORT (If a fill-in report include Form No.) Account No. 1121, Cash with Decentralized Disbursing						2. TYPE OF REPORT	<input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING
3. FUNCTIONAL AREA	PERSONNEL	LOGISTICS	MEDICAL	TRAINING	SECURITY	FINANCE	ADMIN. GENERAL OTHER (specify)
4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.) Monthly					6. DISTRIBUTION (No. of components not number of copies) 3	
7. FORMAT (memorandum, form, computer print-out, etc.) Machine Listing	8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT			
	<input checked="" type="checkbox"/> YES	IF YES GIVE ADP PROCESSING NO.					
	<input type="checkbox"/> NO	Job: 212, Prog: A-5-N					
10. PREPARING COMPONENT (include lowest level contributing information to report) Accounts				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	=	COST PER YEAR
Pro rata share of review, analysis and distribution time.							\$ 104.84
B. COSTS OF COMPUTER PRODUCED REPORTS							
17 pages x 4 cys. = 68 pages x 3¢ = \$2.04 x 12 =							\$24.48
TOTAL COSTS PER YEAR							\$24.48 \$ 129.32
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS	
<input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE						<input type="checkbox"/> OTHER (explain)	
16. DATE OF INVENTORY						18. EXTENSION	
17. NAME AND TITLE OF PERSON FURNISHING INFORMATION							

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